

DD/S REGISTRY

FILE Personnel 2

Executive Registry

67-1666

3 April 1967

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Acting Deputy Director for Science and
Technology
Deputy Director for Support
Deputy to the Director for National Intelligence Programs Evaluation
Director of National Estimates
General Counsel
Inspector General
Legislative Counsel

SUBJECT : Absence from Washington

1. The Director wishes to be consulted concerning planned absences from Washington, whether official or personal, by Deputy Directors, Heads of Independent Offices, and other key officials whom he regularly calls upon for support. When time permits, permission shall be requested in advance and in writing.

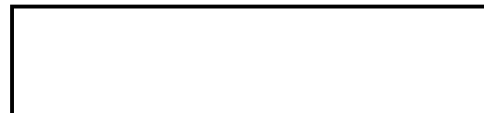
2. Similar requests shall be made when groups of Agency personnel propose to undertake official travel which might deplete personnel resources upon which the Director might call for assistance. Deputy Directors and Independent Office Heads shall ensure that all such official travel will benefit the Agency sufficiently to warrant the expense and temporary loss of manpower.

3. All operating officials are expected to plan absences so that either the operating official or his principal assistant is in a duty status in Washington at all times except in an emergency or other extremely unusual circumstance.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

DD/S Distribution:

1 ea - D/CO, D/F, D/L, DMS, D/Pers, D/S, DTR
1 - DD/S Subject

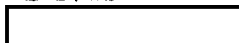


L. K. White

Executive Director - Comptroller

cc: Asst to the Director (Goodwin)

SAVA



ADMINISTRATIVE—INTERNAL USE ONLY

STAT

STAT

Approved For Release 2006/12/05 : CIA-RDP84-00780R001800040006-5

[Redacted]

5 APR 1967

MR. WARFIELD

MR. BANNERMAN

[Redacted]

*circulate to the
head of the DDS
offices.*

6 Apr. 67.

STAT

STAT

Approved For Release 2006/12/05 : CIA-RDP84-00780R001800040006-5